REG 3.100 DISKETTE FILING INSTRUCTIONS

I. PC SOFTWARE FORMAT/FILE NAME

The spreadsheet <u>must</u> be in a Microsoft Excel format. The file name must be your location number. Your location number is the seven digit number printed on the mailing label. If you use Lotus 1-2-3 or Quattro Pro spreadsheet software, please ensure that you save the spreadsheet in an Excel format. This can be accomplished by using the "SAVEAS" option. If you have any questions on how to perform this function, please consult your data processing staff, or call the Gaming Control Board Reg. 3.100 Help Desk at (775) 684-7800.

Sample spreadsheets are attached:

> Exhibit 1 – Correct Spreadsheet
> Exhibit 2 – Incorrect Spreadsheet
> Exhibit 3 – Incorrect Spreadsheet

II. SPREADSHEET FILE

Each licensed location must appear in a separate workbook (i.e. a separate .xls file). If you are filing for more than one location, the diskette may contain multiple files, but only one workbook per file, and one spreadsheet per workbook.

General Spreadsheet Rules

a.   DO NOT include more than one spreadsheet within a workbook.

b.   Include only the current filing period, i.e. DO NOT include filings for past filing periods.

c.   Report and column headings should appear only once at the top of the first page. DO NOT repeat report or column headings on each page.

d.   DO NOT use hidden columns or rows.

e.   DO NOT use windowpanes.

f.   The spreadsheet must contain one report and column heading at the top of the first page, and only the columns indicated in Section III. ALL COLUMNS IN SECTION III MUST BE IN THE SPREADSHEET, WHETHER OR NOT THEY CONTAIN ANY DATA. The column sequence refers to the columns in the spreadsheet.

g.   DO NOT use blank columns or rows for readability. The width of the columns can be increased for this purpose.

h.   DO NOT use dashes or lines to separate the columns or rows. Use the border feature of the spreadsheet software. If you have any questions on how to perform this function, please consult your data processing staff.

i.   All Reg. 3.100 employees for a specific location must be contained in a single spreadsheet. If a location has a parent owner, then both the employees of the parent and employees of the specific location must be included in a single spreadsheet. DO NOT submit two separate spreadsheets.

j.   DO NOT enter any data after the last employee listed.

k.	DO NOT include any legends or keys in the spreadsheet, i.e. * =, ** =, *** =.

III.	**COLUMN SEQUENCE/DATA FORMATTING**

SPREADSHEET COLUMN A	LAST NAME

Upper or lowercase is acceptable. DO NOT use any punctuation, unless the name is hyphenated.

SPREADSHEET COLUMN B	FIRST NAME

Upper or lowercase is acceptable. DO NOT use any punctuation, i.e. periods, hyphens, parentheses, quotes (single or double), etc. DO NOT use nicknames. DO NOT include just an initial.

SPREADSHEET COLUMN C	MIDDLE INITIAL

Do not use any periods.

SPREADSHEET COLUMN D	SR/JR

Abbreviations such as SR, JR, II, III, IV, V are acceptable. DO NOT use a period.

SPREADSHEET COLUMN E	SOCIAL SECURITY NUMBER

Enter the social security number. DO NOT use the birthday.

SPREADSHEET COLUMN F	JOB TITLE

Upper or lowercase is acceptable. DO NOT use footnotes to explain the job title. If an individual has more than one job title and that job title falls in more than one job code, the spreadsheet must contain a separate row listing each job title and job code. See Exhibit 1, Leann L Lab.

SPREADSHEET COLUMN G	JOB CODE

The job code should be four digits. Use zeros and not the letter "O". The job code column must be formatted using the general number format. If the job code column is properly formatted and you enter a four-digit job code that initially begins with a zero, the zero will not be displayed

SPREADSHEET COLUMN H	ACTION CODE

Enter the action code you wish to indicate for this employee. A for ADD, C for CHANGE, D for DELETE, or a space. DO NOT use parentheses, i.e. (A). DO NOT spell out the action code, i.e. DELETE, instead of D. If you enter an action code, i.e. A, C, or D, COLUMN I, ACTION DATE, must contain a valid date.

SPREADSHEET COLUMN I	ACTION DATE

The action date column must include a valid date, whenever an action code of A, C, or D is entered in COLUMN H. Use zeros and not the letter "O". The action date column must be formatted using the date number format. The date format 3/4/97 should be selected. DO NOT select the 03/04/97 date format. DO NOT use day month year format, i.e. 31-JAN-1999. If the action date column is properly formatted and you enter a valid date that contains a month that

initially begins with a zero, and a day that initially begins with a zero, the zero will not be displayed. For example, July 4, 1999, should be displayed as 7/4/99 or 7/4/1999.

SPREADSHEET COLUMN J   LICENSED EMPLOYEE

Enter a Y if the employee is licensed or N if the employee is not licensed. DO NOT leave this column blank. DO NOT enclose the Y or N by parentheses, quotes, or any other punctuation. DO NOT include any footnotes in this column. If an employee has a license pending, enter N in this column. Enter a Y ONLY IF the employee actually is licensed.

SPREADSHEET COLUMN K   OFFICER/DIRECTOR/BOTH

Enter the letter O if the employee is an officer. Enter a D if the employee is a director. Enter a B if the employee is both an officer and director. This column must contain a single letter O, a single letter D, or a single letter B. DO NOT enter O/D/B in this column for a particular employee. If this employee is neither an officer, director, or both an officer and a director, the column must be blank for this employee.

SPREADSHEET COLUMN L   SALARY

Enter an A if this employee meets the requirements of Regulation 3.100 (1)(a), otherwise leave it blank. DO NOT include any punctuation, i.e. (A) or "A". This column must contain either an A or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN M   CREDIT

Enter a B if this employee meets the requirements of Regulation 3.100(1)(b), otherwise leave it blank. DO NOT include any punctuation, i.e. (B) or "B". This column must contain either a B or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN N   HIRE/TERM

Enter a C if this employee meets the requirements of Regulation 3.100(1)(c), otherwise leave it blank. DO NOT include any punctuation, i.e. (C) or "C". This column must contain either a C or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN O   SUPERVISE

Enter a D if this employee meets the requirements of Regulation 3.100(1)(d), otherwise leave it blank. DO NOT include any punctuation, i.e. (D) or "D". This column must contain either a D or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN P   COMPS

Enter an E if this employee meets the requirements of Regulation 3.100(1)(e), otherwise leave it blank. DO NOT include any punctuation, i.e. (E) or "E". This column must contain either an E or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN Q   MANAGE

Enter a F if this employee meets the requirements of Regulation 3.100(1)(f), otherwise leave it blank. DO NOT include any punctuation, i.e. (F) or "F". This column must contain either a F or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN R   RACE & SPORTS

Enter a G if this employee meets the requirements of Regulation 3.100(1)(g), otherwise leave it blank. DO NOT include any punctuation, i.e. (G) or "G". This column must contain either a G or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN S   CONTRACT

Enter a H if this employee meets the requirements of Regulation 3.100(1)(h), otherwise leave it blank. DO NOT include any punctuation, i.e. (H) or "H". This column must contain either a H or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN T   IMPORTANT

Enter an I if this employee meets the requirements of Regulation 3.100(1)(i), otherwise leave it blank. DO NOT include any punctuation, i.e. (I) or "I". This column must contain either an I or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN U   POLICY

Enter a J if this employee meets the requirements of Regulation 3.100(1)(j), otherwise leave it blank. DO NOT include any punctuation, i.e. (J) or "J". This column must contain either a J or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN V   REPORTABLE

Enter a K if this employee meets the requirements of Regulation 3.100(1)(k), otherwise leave it blank. DO NOT include any punctuation, i.e. (K) or "K". This column must contain either a K or leave it blank. DO NOT enter a Y, N, YES, NO, or X. Any other entry is also INVALID.

SPREADSHEET COLUMN W   JOB DESCRIPTION

Upper or lowercase is acceptable. DO NOT use footnotes to explain.

IV.   **DISKETTE LABELING**

Please submit the file on a 3.5" diskette. The diskette label MUST contain the following information:

Line 1:	REG 3.100 REPORT
Line 2:	Filing Period: [either 1/15/YY or 7/15/YY]
Line 3:	Location No: [your 7 digit location number]
Line 4:	Location Name: [name of your location]
Line 5:	File Name: [name of the file that contains your spreadsheet]
Line 6:	Format/Version: [format and version of your spreadsheet]

The following is a fictitious example of a proper diskette label for a spreadsheet with the key employee 7/15/99 Reg. 3.100 filing for the Gaming Control Board, Inc., dbas College Parkway Casino. The name of the file is 9876543.xls and was generated using Microsoft Excel Version 5.0.

REG 3.100 REPORT
Filing Period: 7/15/99
Location No: 98765-43
Location Name: Gaming Control Board, Inc.
                    Dbas College Parkway Casino
File Name: 9876543.xls
Format/Version: Excel 5.0

The following is a fictitious example of a proper diskette label for a spreadsheet with the key employee 7/15/99 Reg. 3.100 filing for the Gaming Control Board, Inc., dbas College Parkway Casino. The name of the file is 9876543.xls and was generated using Microsoft Office 95, Microsoft Excel Version 7.0.

REG 3.100 REPORT
Filing Period: 7/15/99
Location No: 98765-43
Location Name: Gaming Control Board, Inc.
                    Dbas College Parkway Casino
File Name: 9876543.xls
Format/Version: Office 95/Excel Version 7.0

V.   SAMPLE OF A CORRECT SPREADSHEET

A.   See Attached Exhibit "1".

VI.   EXAMPLES OF INCORRECT SPREADSHEETS

A.   See Attached Exhibit "2".

List of errors:

1. Anna A Apple
    a. Reportable column contains N, must be a K or blank

2. Barry B Banana
    a. SR/JR column contains N/A, should be SR, JR, III, IV, V, etc. or blank
    b. Reportable column contains N, must be a K or blank

3. Chris C Cherry
    a. OFF/DIR column contains O/D/B, should be a single letter O for officer, a single letter D for director, or a single letter B if the individual is both an officer and director, or blank if the individual is neither an officer, director, or both officer and director

4. Desiree D Dumpling
    a. Reportable column contains N, must be a K or blank

5. Ernie E Employee
   a. Reportable column contains N, must be a K or blank

6. H Hank H Highway
   a. First name must contain real name, not initials or nicknames, name should appear as Henry H Highway, see Exhibit "1"

7. John J Jackson JR.
   a. SR/JR column contains period, should be JR without period

8. Leann L Lab
   a. Job code column contains multiple job codes. For each job title that falls within a different job code, there must be a separate entry for each job code. See Leann L Lab on Exhibit "1" for correct entry of the two job codes.

9. Oliver O Octopus
   a. Middle initial column contains period, should be O without a period.

10. Quentin Q Quintuplet
    a. Action code column blank, action code required when action date entered in action date column.
    b. Action date, international date format, invalid, must be entered as a date number format, 1/31/99. See Column I instructions above.

11. Randy R Rooter
    a. Licensed column blank, must be Y if licensed, otherwise N.

12. Ulysses U Umbrella SR
    a. Reportable column contains J, should be K or blank.

13. Wendy W Western
    a. Action date, international date format, invalid, must be entered as a date number format, 1/31/99. See Column I instructions above.

14. Yvette Y Yellow
    a. Action date column blank. If action code entered, a valid action date, in date number format, 3/4/95, must be entered. See Column I instructions above.

15. Zena Z Zebra
    a. Policy column contains X instead of J or blank.
    b. Job code 9998 invalid. Enter a valid job code.

B. See Attached Exhibit "3".

   1. Last name, first name, middle initial, and SR/JR all in one column.

   2. Name contains periods for middle initial, and SR/JR. Periods are not allowed in any column.

   3. Name contains NA. If SR/JR not applicable, leave the SR/JR column blank. See Exhibit "1", Banana Barry B.

   4. Name contains initial for first name. Enter only the first name of the individual. Do not use nicknames or initials.

5. This spreadsheet also contains all errors in Exhibit "2" and previously outlined in detail above.